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Minutes of the extraordinary meeting of the Personnel Committee held Tuesday 23rd April 2024 at 7:15pm in the Valley Ridge Community Centre.

To be approved at the meeting of the Personnel Committee to be held on Tuesday 11th June 2024

Present: Councillor D. Martin, Councillor J. Almond, Councillor G. Cobb, Councillor G. Hardwick, Councillor M. Eyre and D. Meir (Clerk)

012/PR/2324. Apologies:

- a. To note apologies received
Apologies were received from Councillor J Mawson and Councillor J. Purcell
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence.

013/PR/2324. To Note any Declarations of Interest:

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests.
None
- b. To approve dispensation requests
None

014/PR/2324. Meeting Minutes

- a. To approve minutes of the extraordinary meeting of the Personnel Committee held 13th November 2023 as a true and accurate record of that meeting.
It was resolved to approve minutes of the extraordinary meeting of the Personnel Committee held 13th November 2023 as a true and accurate record of that meeting.

015/PR/2324. Committee Terms of reference

- a. To consider and recommend to full council to approve the proposed amendments to the Personnel Committee terms of reference.
It was resolved to recommend to full council to approve the proposed amendments to the Personnel Committee terms of reference.

016/PR/2324. Personnel Policies

- a. To consider and recommend to full council to approve the proposed amendments to the appraisal policy.
It was resolved to recommend to full council to approve the proposed amendments to the appraisal policy.
- b. To consider and recommend to full council to approve the proposed amendments to the training policy
It was resolved to recommend to full council to approve the proposed amendments to the training policy.

It was resolved to recommend to the Community Pantry Committee to produce a training checklist for volunteers.

- c. To consider and recommend to full council to approve the proposed amendments to the annual leave request form.

It was resolved to recommend to full council to approve the proposed amendments to the annual leave request form.

017/PR/2324. Next Meeting

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting

- To elect the Chairman and Vice Chairman
- To elect the Liaison Councillor and second appraiser for the Clerk

- b. To consider date of next meeting of Personnel Committee

It was resolved to approve the next date of the meeting of the Personnel Committee as Tuesday 11th June at 7:15pm in Valley Ridge Community Centre.

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